Adding Teaching Staff availability to Scientia Reference Data Manager

1. From the portal (https://timetablesportal.qmul.ac.uk) open Reference Data Manager by clicking on the following button (please ensure you have selected the year SCI1920):

![Reference Data Manager](image1)

2. Select “Show Staff” as indicated below:

![Reference Data Manager](image2)

3. Filter staff so that only those in your school/institute are shown by hovering the mouse pointer in the top-right of the Department field as shown below (click on the filter icon that appears). This will enable you to select your school/institute from the list. Remember, there may be more than one department that you need to work with.
4. Select the staff member from the list by clicking to the side of the name (see below). Then select ‘Form View’.
5. If the staff member needs one (unspecified) day a week to be free from teaching for research activities, click on “Constraint Profiles”. This will open a new window. In this window, select “Research Day” and click on >> to move this to the “Inherited” box on the right hand side. Click on the X at the bottom to close the window.

6. You should now see “Research Day” listed as a constraint profile for this member of staff. Click on “Apply”.

![Image of the interface showing the constraint profile being applied](image-url)
7. To add more specific availability constraints, Click on “Named Availability”

8. In the window that opens, shade out the times the staff member is unavailable. You will need to ensure that ‘Use custom availability’ has been selected to do this. In the example below, the staff member in unavailable from 15:00 -19:00 on Tuesdays:
Please note, if a staff member has a specified research day, this is the method that should be used to ensure they have no teaching then (shade out the whole day). **Do not use the “research day” constraint as outlined in steps 5-6 if the research day must be on a specific day of the week.**

9. Remember to write-back your work.